

RECORD OF PROCEEDINGS

A virtual meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on June 8, 2020 at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT:	Director Bush Director Wyss Director Roddam Director Clewe
Manager: Operations:	Jessie J. Shaffer Gary Potter
Attorney:	Emily Naes
Secretary:	Marsha Howland
Visitors:	James Howald - Our Community News John Cutler – John Cutler and Associates, LLC

- I. **Call to Order:** Director Bush called the meeting to order at 1:10 p.m.

- II. **Reading of the Minutes:** Copies of the May 11, 2020 meeting minutes of the Woodmoor Water and Sanitation District were provided to each Director. It was moved, duly seconded, and unanimously passed that the meeting minutes be approved.

Motion: Upon motion by Director Roddam, and seconded by Director Clewe, the Board unanimously voted to excuse Director Hanson from the Board Meeting.

III. **New Business:**

A. 2019 Financial Audit Presentation – John Cutler & Associates: John Cutler stated that the 2019 financial audit has been completed. Cutler reported that the District’s net position increased by \$970,653. Cutler stated that the audit went smoothly and he offered a clean audit opinion for 2019.

Motion: Upon motion by Director Wyss, and seconded by Director Roddam, the Board unanimously voted to accept the 2019 financial audit as presented and authorized filing with the Colorado Department of Local Affairs.

B. COVID-19:

1. Disconnects, waiving late fees beyond May 2020 – Executive Orders 2020-12, 31 & 51: President Bush reported that it is his understanding that there is a new Bill in the Senate regarding waiving disconnects and late fees that will be up for vote today. Shaffer reported that when he prepared the agenda for this meeting the Executive Orders that were in place regarding the disconnection of services and late fees would expire at the end of May. Shaffer stated that as of yesterday we only have two customers over five months delinquent. Shaffer stated that the lost revenue from late fees is approximately \$3,000 per month. The Board directed Shaffer to hold off on the disconnection of services and late fees for an additional 30 days.

2. Employee Work Schedule: Shaffer presented a new work schedule for the District staff. Shaffer stated that the employee schedule is based on a standard risk and a heightened risk for COVID-19. Shaffer stated that with the COVID-19 case numbers that are coming out now, we are at a standard risk. Shaffer stated that he thinks the standard risk will last through the summer months, but the heightened risk could come back in our area when the cold and flu season hits. Shaffer reported that under the standard risk the District will bring back the office cleaning crew and uniform laundering services. Shaffer stated that it is his recommendation to stay closed to the public at this time. Shaffer stated that staff is now working four days on and four days off, with someone in the office seven days a week. The staff is split so that there are only eight or nine employees in the office at one time. Shaffer stated that he would like to go back to the normal schedule of Monday through Thursday 7 a.m. to 5:30 p.m. Shaffer stated that he has worked with Potter to bring back all the employees. He will assign several of the operation staff to a base of operation either at the South Filter Plant or the Central Water Treatment Plant during the workday. This plan will keep staff segregated, with only nine employees in the office. Shaffer stated that all the employees will follow the social distancing practices by wearing a mask when they are within six feet of another staff member. Shaffer stated that if the District goes into a heightened risk situation, he will assign two of the office staff to work from home and other employees will report only to their operation base to lessen the number of employees in the office. Staff will not report to work if they are not feeling well. The Board authorized Shaffer to resume the normal schedule on June 15, 2020, and to use the outlined procedures for either the standard risk or heightened risk as needed.

IV. Old Business: None.

- V. **Financial Report:** Director Wyss stated that he has reviewed the financial statements for May 2020 and did not have any changes.
- VI. **Public Discussion:** None.
- VII. **Joint Use Committee Report:** Shaffer reported that operations at the wastewater plant are running smoothly and employees are healthy. Shaffer stated that the JUC authorized Burk to purchase a Zoom subscription for staff and JUC members for virtual meetings.
- VIII. **Chilcott Ditch Company / The Ranch Report:** Shaffer reported that operations at the ranch are moving forward. Staff is working on seeding, fertilization, and the irrigation process. Shaffer reported that the ranch employees are working on a split shift so they can irrigate six days a week. Potter reported that the Chilcott Ditch is delivering water to the shareholders as requested.
- IX. **Manager's Report:** Shaffer reviewed the manager's report dated June 10, 2020, a copy of which is attached hereto.

A. Collaborative Organizations / Opportunities:

- i. PPRWA: Shaffer reported that the PPRWA is officially opposing two new Senate Bills. The first one they are opposing is regarding workman's compensation. The Bill states that if an employee is infected with COVID-19, it would automatically be assumed that the employee was infected at the workplace and would be covered by workman's compensation. Shaffer stated that if the Bill is passed, premiums for workman's compensation would increase substantially for the employer. The second Bill is in regards to dredge and fill areas that the Federal Government was, but no longer regulating. The State now wants to regulate these areas. Shaffer stated that the PPRWA is not against the State regulating the areas, but feel that with the COVID-19 issues going on; the timing is off for new regulations.

B. Operations

- i. **Water Report:** Potter reported that he has added a new 12 month average for the unaccounted water to his report. Potter stated that the average will give the Board a better idea of the actual unaccounted percentage. Potter stated that he is working on the timeline for reading the production and customer meters closer together. Potter reported that Wells 15 and 17 are down due to pump failure. The pumps are currently being evaluated for either repair or replacement.

C. District Construction/Planning Projects:

- i. **Well 21 Transmission Pipeline:** Shaffer reported that staff has completed the substantial completion walkthrough for the Well 21 transmission line and developed a punch list of small items for the contractors to complete. Once the punch list is complete, the District will issue a substantial completion certificate to the contractor. Shaffer stated that Well 21 will be ready for production soon.
- ii. **CMAR Construction Advertisement & Project Schedule:** Shaffer reported that staff is moving forward with the South Filter Plant, Central Water Treatment Plant, and the Lake Pump Station as one project through CMAR. Shaffer stated the design plans for SFP are at 60%, CWTP at 30% and Shaffer plans to have a design memo for the Board in the next few days regarding the two alternative designs for Lake Pump Station, and he hopes to have a recommendation for the Board to consider next month.

D. WWSD Subdivision/Development Status Update:

- i. **Cloverleaf:** Shaffer stated that this development is planning on building 150 homes. Shaffer stated that Pro Terra is the developer, and the project is moving forward. Shaffer reported that staff is working on a supplemental water agreement with Pro Terra and hopes to have the agreement ready for the Board's consideration next month.

- ii. South ½ of Beach at Woodmoor – 12 lots: Shaffer stated that the contractors are finishing up the south side of the Beach, and staff should be able to issue their conditional acceptance soon.

E. **Other Topics:** Shaffer stated that depending on what is happening with the COVID-19 case numbers, he would like to book the “Barn” for the July Board Meeting. Shaffer stated that they would be able to maintain the social distancing practices at that location.

X. Special Reports & Subjects:

A. Attorney’s Report: None.

B. WIA: President Bush reported that both the Woodmoor Open Space Committee and Pro Terra closed on the Walter’s property on May 26, 2020. Bush stated that Pro Terra is in the process of submitting a preliminary plan to the County and WIA is in the process of reviewing and commenting on the plan. Bush stated that during a meeting with an Open Space representative, he stated that the Open Space Committee intends to convey the remaining common area to WIA after they make the distributions to their contributors. Bush stated that there is not a guarantee for this action.


Note: President Bush stated that he is meeting with District staff regarding a water renewal and replacement plan. Bush reported that staff will bring a plan to the Board hopefully at the August meeting for consideration. Bush stated that he would like to have a plan in place before the actual 2021 budgeting process begins.

XI. Executive Session: The executive session was scratched from the agenda.

XII. Adjournment: There being no other business before the Board, it was moved and duly seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 1:54 p.m.

Record of June 8, 2020 Board Meeting

Respectfully Submitted,


William Clewe, Secretary